

Instruction 3. How to Initiate an Encrypted Email using the Secure Reader URL

If a person who is a non-State employee/non-State email account (i.e. an Internet address such as hotmail.com,aol.com, embarqmail.com) needs to send an encrypted email to a State recipient, that person can use the following link to send an encrypted email off of Proofpoint:

<https://securemail.mo.gov/securereader/init.jsf?brand=fbab8553>

Step 1: Open an Internet browser and go to the link:

<https://securemail.mo.gov/securereader/init.jsf?brand=fbab8553>

The sender will be prompted to enter their email address to proceed, as show in Figure 1 below. The sender should enter their email address and click "Continue".

The screenshot shows a web browser window with a blue header bar containing the text "Initiate Secure Email". Below the header is a white rectangular area. At the top center of this area is the Seal of the State of Missouri. Below the seal is a horizontal line. Underneath the line, the text "Please provide your email address to proceed." is displayed. Below this text is a text input field with the label "Email Address:" to its left. The input field contains the text "emailtest7@embarqmail.com". At the bottom right of the white area is a blue button with a right-pointing arrow and the text "Continue".

Figure 1: A sender clicks on the URL to initiate an encrypted email to the State and is prompted to enter their email address.

Step 2:

The first time a sender initiates an encrypted message to the State using the Proofpoint email encryption system, they will be prompted to register in the Proofpoint email encryption system as shown in Figure 2a below. This is a one-time registration process. The sender is prompted to type in their first name, last name, create a password, confirm the password, and then select a password reset question and answer. The sender must complete this information to register in order to send an encrypted message. The sender should complete this information and select "Continue".

Note: The password below is a password the sender will create themselves. The password entered must be 7 to 20 characters long, with one number required. The sender should remember the password they enter on this screen because it will be needed for any subsequent encrypted messages they open.

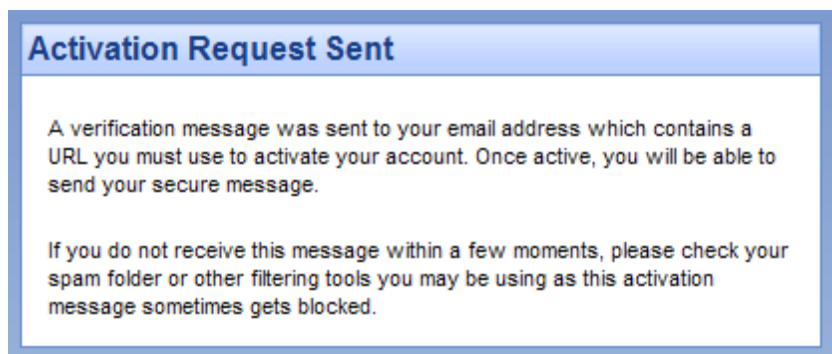
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The registration form is titled "Registration" and features the Proofpoint logo at the top. Below the logo, it says "Create your account to read secure email." The form includes several input fields: "Email Address" (pre-filled with "emailtest7@embarqmail.com"), "First Name" (pre-filled with "Test"), "Last Name" (pre-filled with "User"), "Password" (masked with dots), and "Confirm Password" (masked with dots). There is a section for "Password Reset" with a "Question" dropdown menu (pre-selected as "Your first real job") and an "Answer" text box (pre-filled with "Central Bank"). A "Continue" button with a right-pointing arrow is located at the bottom right of the form.

Figure 2a. Sender is prompted to register in the Proofpoint encryption system by entering their first name, last name, password, confirm password, and password reset question/answer.

After the sender has registered and selects "Continue", an "Activation Request Sent" notice, as shown in Figure 3 below, will appear on the screen informing the sender that an activation email has been sent to them. This email contains a URL that must be clicked to activate their Proofpoint email encryption account.



The "Activation Request Sent" notice is displayed in a blue-bordered box. It contains two paragraphs of text. The first paragraph states: "A verification message was sent to your email address which contains a URL you must use to activate your account. Once active, you will be able to send your secure message." The second paragraph states: "If you do not receive this message within a few moments, please check your spam folder or other filtering tools you may be using as this activation message sometimes gets blocked."

Figure 3: The sender will receive an Activation Request Sent notice on the screen

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Step 4:

The sender must go into their email account (the email account that they are using to register with Proofpoint) and open the Proofpoint Encryption Registration email. The sender should click on the securemail.mo.gov URL within the registration message as shown in Figure 4.

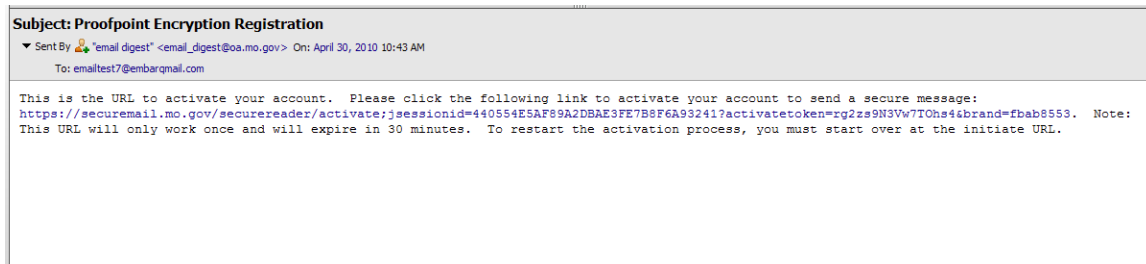


Figure 4: The sender will open the registration email and click on the securemail.mo.gov URL presented within the email.

Step 5:

The sender will receive an “Account Activated” message on the screen that says their account has been successfully activated as shown in Figure 5. The sender should click “continue”.

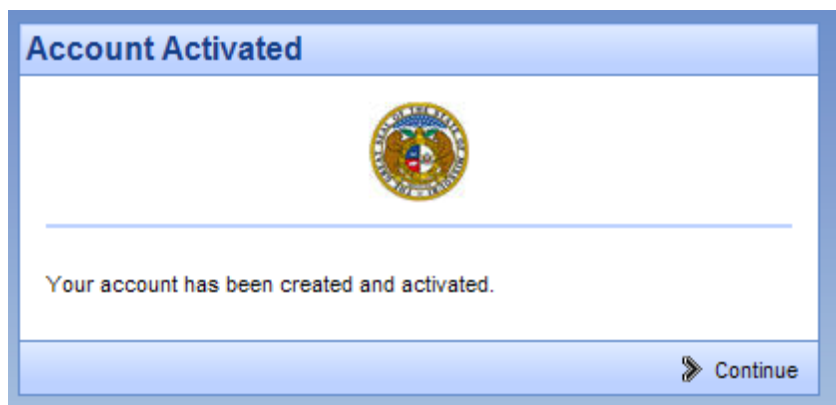


Figure 5: Account Activated successfully message appears on the screen

Step 6.

A window will appear that will allow the sender to compose and send an encrypted message, as shown in Figure 6 below. The sender needs to complete the To field, the Subject field and type in the text of the message, then press “Send”.

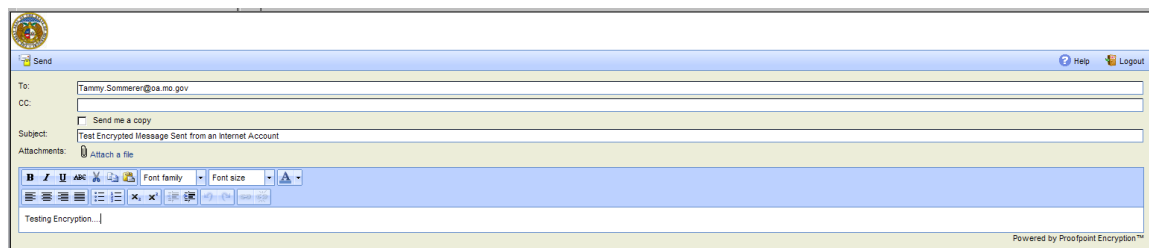


Figure 6: A window shows allowing the sender to compose an encrypted email message.

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Step 7:

A message, as shown in Figure 7 below, will appear on the screen informing the sender that their message was successfully sent. The sender can either click “New Message” to compose another encrypted email, or click “Logout” to exit the window.



Figure 7: A message appears informing the sender that their message was successfully sent. The sender can click New Message or Logout.

Step 8.

When the recipient receives the message, they simply open the message. Please note that the message appears with a footer in the text that indicates it was sent encrypted, as shown in Figure 8 below.



Figure 8: Example of the encrypted email message as received by the recipient. Note the footer that indicates the message was sent encrypted and was decrypted automatically at the gateway.

Step 9.

For any subsequent encrypted messages initiated by this same sender, the sender just needs to click on the URL, <https://securemail.mo.gov/securereader/init.jsf?brand=fbab8553>, and instead of receiving the initial registration screen as show in Step 2, the sender will simply be prompted to type in their password as show in Figure 9 below. The sender should type in their password and click “Continue”.

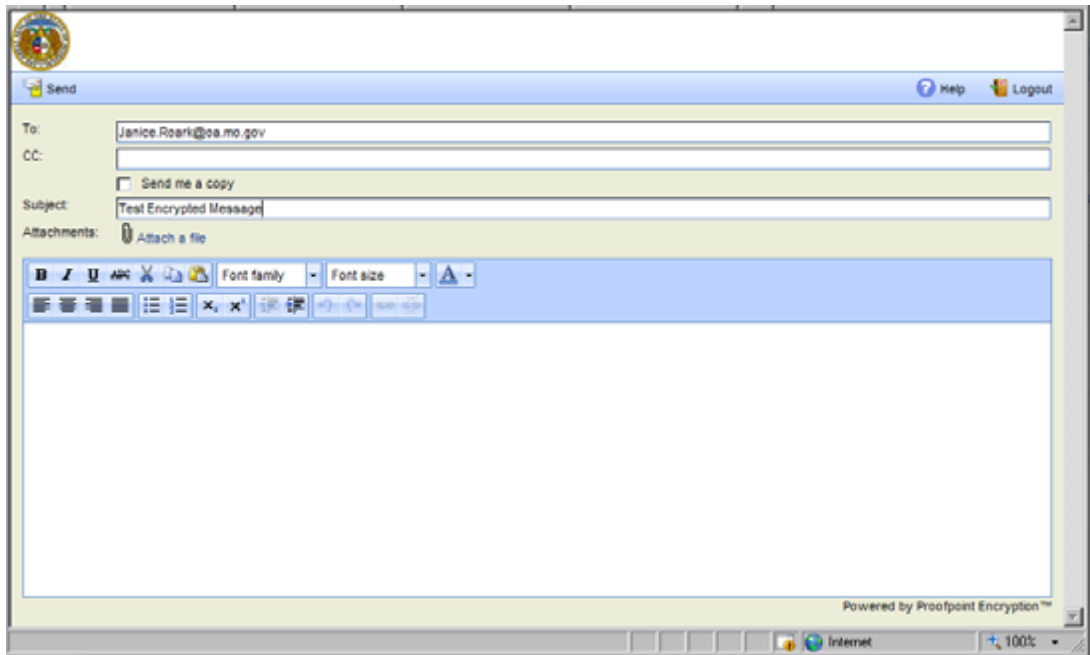


Figure 9: Sender types in their password to initiate a secure email.

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Step 10.

A window will appear that will allow the sender to compose and send an encrypted message, as shown in Figure 10 below. The sender needs to complete the To field, the Subject field and type in the text of the message, then press “Send”.



The screenshot shows a web-based email composition interface. At the top left is a circular logo. Below it is a blue header bar with a 'Send' button on the left and 'Help' and 'Logout' links on the right. The main form area has several fields: 'To:' with the value 'Janice.Roark@ea.mo.gov', 'CC:', 'Subject:' with the value 'Test Encrypted Message', and 'Attachments:' with a link to 'Attach a file'. There is a checkbox labeled 'Send me a copy'. Below these fields is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, font color, background color, font family, font size, and text color. The text area below the toolbar is empty. At the bottom right of the form area, it says 'Powered by Proofpoint Encryption™'. The bottom of the window shows a taskbar with an 'Internet' icon and a zoom level of '100%'.

Figure 10: A window shows allowing the sender to compose an encrypted email message.